

FRIENDS OF THE BARABOO PUBLIC LIBRARY
ADVOCACY, FUNDRAISING, VOLUNTEERISM

BOARD MEETING MINUTES

Tuesday, December 3, 2019 - 6:00 pm - West Square Building, Room B-24

- I. **Call to order**- Meeting was called to order at 6:01 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Board members attending: Luisa Ramos Romero and Phillip Zolper. Guests attending: Emily Olson and Kyra Peach. Absent: Jessica Bergin and Anne Horjus.
- II. **Review of agenda**-Motion made by Pat Shear and seconded by Phillip Zolper to accept the agenda as written. Motion carried.
- III. **Minutes of November 5, 2019 meeting**-Motion made by Phillip Zolper and seconded by Luisa Ramos Romero to accept the minutes as written. Motion carried.
- IV. **Treasurer's Report**-Filed for audit.
- V. **Correspondence and new memberships**-One new membership was received.
- VI. **Standing Committee reports**
 - A. **Director's Report**-No report.
- VII. **Special Committee reports**
 - A. **Music with Friends**-Three performers have returned signed contracts. A poster has been created for advertising purposes.
 - B. **Book Sale**-Set up starts Wednesday December 4th. Volunteer spots have been filled but more help is needed on Monday December 9th to help with clean up. Pat Shear will send a message to the Friends email group.
 - C. **Books for Newborns**-Pat will contact the hospital to see if more books are needed.
- VIII. **Unfinished Business**
 - A. **Annual meeting - Thursday, January 9**
 1. **Physical logistics, tasks**-We will meet at 5:00 to set up the room. Sara Roltgen will contact Jessica Bergin regarding placement of the snacks.
 2. **Executive board recruitment/candidates**-Friends activities and procedures were explained to the potential candidates attending this meeting. Names of other interested parties should be sent to Sara. Pat will send an email to the Friends group encouraging others to contact Sara for information.
 - B. **Holiday/winter decor update**-Winter decorations have been put into place by Jennifer Fox. She will supply bouquets for the Annual Meeting.
 - C. **Disbursement of new brochures**-Sara displayed the new English and Spanish Friends informational brochures. Some have been placed at the Chamber of Commerce, the Library and St. Vincent DePaul.
 - D. **Turkey Bingo report**-The event was very successful and the Friends' contribution was appreciated.

E. Volunteer thank you basket-Sara has placed two bags of treats in the back room of the library for volunteers to have.

IX. New Business

A. Mystery Weekend in March-Motion made by Luisa Ramos Romero and seconded by Pat Shear to spend up to \$100 to sponsor a clue stop for the Mystery Weekend.

B. Approval of disbursement requests-None.

X. Next meeting: 6:00pm Tuesday, February 4, 2020 - location TBA

XI. Adjournment-Motion made by Phillip Zolper and seconded by Luisa Ramos Romero to adjourn the meeting. Meeting adjourned at 6:55 p.m.